

COURT DISTRICT MANAGER

DEFINITION

Under general direction, plans, organizes, directs, and coordinates the non-judicial activities and operation of a court district, juvenile court or a significant court-wide administrative function; develops, interprets, and implements policies and procedures; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the first level of management in Superior Court. Incumbents work as court site administrators and are either responsible for a large court district or two or more smaller ones. The class is also used within Superior Court Administration to manage significant court-wide programs. This class differs from the class of Court District Supervisor in that the latter is responsible for the daily operations of a small court district and is not responsible for long-range planning or program development.

ESSENTIAL FUNCTIONS

1. Plans, organizes, directs, and coordinates the work of a court district(s) that includes filing and processing of legal documents, courtroom operations support, and preparation of court calendars; monitors the effectiveness of division operations; implements teamwork strategies to achieve organizational objectives.
2. Acts as liaison between the assigned court/division and other divisions within Superior Court, and with other courts, county, state, and community agencies as necessary; confers with judges on administrative and procedural matters; supports Superior Court goals, policies and procedures.
3. Selects, trains, evaluates, and supervises staff, directly and through subordinate supervisors; encourages staff to increase skills and understanding of court operations.
4. Prepares and monitors division budget; authorizes and monitors expenditures to ensure compliance with fiscal policies.

5. Develops and maintains court policies and procedures in coordination with other court managers; reviews and analyzes legislation and determines effect on court procedures and operation; makes recommendations and develops implementation plans.
6. Answers complex inquiries and complaints within area of expertise from public, judges, attorneys, and others.
7. Prepares, monitors, and analyzes management and statistical information and reports; conducts research; manages, coordinates or performs work in support of special projects.
8. Directs and coordinates court-wide space planning and facilities management and rehabilitation; identifies and plans immediate and long-term facility projects; plans and coordinates capital improvement projects; coordinates judicial officer relocations; oversees the records management and court forms programs.
9. Manages the court-wide jury services program; interfaces with jury notification services; testifies in court regarding jury selection issues; handles juror complaints; analyzes data relating to jury services.
10. Assists with the preparation and coordination of the court-wide budget including the development, submission, negotiation and ongoing administration.
11. Develops court-wide policies and procedures for purchasing, contracts, personnel and administrative issues; oversees preparation and administration of court contracts and RFP's.
12. Develops, coordinates, and implements court-wide staff training programs; designs, conducts, and oversees training classes; implements standard court procedures used in document processing and courtroom support activities.
13. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in social science, psychology, business or public administration, criminal justice or closely related field and three years of supervisory or administrative management experience preferably in a court or legal environment or any combination of training and experience that could provide the desired knowledge and abilities. Specific education and experience related to the work of the functional area may be required. Experience may substitute for education on a year-for-year basis.

Knowledge of (as related to the assigned area)

Principles and practices of management and supervision including staff development and training; principles of budget preparation and administration; operational characteristics, services and activities of a court; computer technology as applied to court operations, methods, and programs; court and courtroom procedures and processes; Code of Civil Procedure, Penal Code, Vehicle Code and other statutes relating to court procedures; modern office methods including use of personal computer and related software; legal terminology.

Ability to

Administer projects and operations consistent with policies and goals; supervise staff; plan, direct and evaluate the work of staff; work under the pressure of deadlines, conflicting demands, and emergencies; establish and maintain working relationships with all levels of Court staff, elective and appointive bodies, and members of the general public; select alternatives, project the consequences of proposed actions, implement administrative policies and work programs consistent with regulations and with Court policies and goals; understand, interpret, and apply laws and regulations; communicate in writing on matters related to division policies, funding, and operations; perform legal research; revise and adapt procedures to changing needs; plan and implement training programs.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00

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